

***Special Education Building
Level Resource***

Gale Haug



A certified special educator who provides on-site support and communication with special education staff in the building and serves as a representative and liaison between district special education coordinators and administration. The building level resource staff promotes communication and facilitates building level problem solving.

Communications

- Conducts building level meetings with special education staff and building administrator
- Meets monthly with special education coordinators and director to facilitate communication between district office and school staff



Paraprofessional Support

- Schedules paraprofessionals with staff input
- Provides on-site paraprofessional support and follow-up with scheduling changes

Scheduling

- Assists in determining the best LRE placement for students in Basic and Co-Taught classes
- Assists building administration in scheduling of students and staff - additional time in the summer for scheduling and registration
- Reviews transfer student's files and determine appropriate case
- Facilitates student transitions to the next building level in the spring



Procedural and Due Process Support

- Provides timely response to questions from staff regarding procedural issues with consultation from special education coordinators and director
- Reviews all initial referrals, IWARs and IEPs with the school psychologist
- Provides guidance on special education due process forms and processes

Assorted Duties

- Acts as an administrative designee at IEP meetings as requested
- Mentors new special education staff in the building
- Connects staff with building resources and coordinates purchase requests
- Facilitates implementation of projects and initiatives identified by the district



Please contact me with any questions!

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